

**State Records Committee**

**Approval Signature Sheet**

**Records Retention Schedule**

**Application #900226-04**

Sheet 3 of 3

*Schedule Number:* 94-0016

*Effective Date:* 08/23/94

*Creating Agency:* Department of Education  
Office of Instructional Programs  
Division of General Instruction  
Gifted Education Unit

*Series Title:* Robert C. Byrd Scholarship Files.

*Dates Covered:* 1988 - [ongoing].

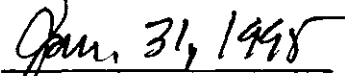
*Access:* Closed (Public Law 93-380).

*Approved  
Disposition  
Instructions:*

Cut off at end of fiscal year.  
Hold file in current files area one (1) year.  
Transfer to State Records Center and hold for five (5) years.  
Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application.

  
\_\_\_\_\_  
Edward Weldon  
Secretary of State Designee

  
\_\_\_\_\_  
Date



## APPLICATION FOR RECORDS RETENTION SCHEDULE

1 OF 3

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

900226-04

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Programs Division of General Instruction Gifted Education 1954 Twin Towers East, Atlanta, GA. 30334	Application Number	94-0016
Application Number		Date Received	Date Completed OCT 24 1994 08/23/94
2. Person to Contact Lonnie Love		Working Title Administrator	Telephone Number 656-5812
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1988		5. Records Series Title (followed by title used in office; if different) to Date Robert C. Byrd Scholarships Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Gifted Education Unit is responsible for administering several programs such as the Governor's Honors Program, The Georgia Scholar Program and the Robert C. Byrd Scholarship. The Robert C. Byrd Honors Scholarships are \$1500 awards which are made to ten or more graduating seniors in each Congressional District of the State of Georgia on the basis of certain criteria. Each public and private school in the state may nominate one student for consideration by the state selection committee. The applicants must each be a graduate of a public or private secondary school in Georgia, demonstrate outstanding academic achievement and show promise of continued academic achievement, must have been accepted for enrollment at an institution of higher education, as defined in the Student Assistance General Provisions, 34 CFR 668.3, and if applicable, must file with the institution that he intends to attend a Statement of Registration Status certifying he is registered with Selective Service. The Gifted Education Program is responsible for reviewing applications and selecting the students to receive the scholarships. The Georgia Student Finance Authority administers the scholar-			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: The receiving and processing of student applications for the Robert C. Byrd Scholarships and selecting the recipients annually for the scholarships. [Granted and Denied] Included are: Individual Student Applications (Transcript, Recommendation), System Notifications, Evaluation Forms and related correspondence.			
File is arranged: By Fiscal Year, thereunder numerically by Congressional District, thereunder alphabetically by student name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Frequently</u> ; Seven to twelve months old <u>None</u> ; Thirteen to twenty-four months old <u>None</u> ; twenty-five months and older <u>None</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1/2 Cubic Foot</u> CURRENT TOTAL ACCUMULATION: <u>2 Cubic Feet (2/16/90)</u>			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PL 93-380 (Student Grades and Scores)
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? (Listing of Participants/Schedule 87-43)

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                   |                                   |                        |
|--------------------------|-------------------|-----------------------------------|------------------------|
| a. State Law             | <u>0</u> years.   | d. Audit period                   | <u>5</u> years.        |
| b. Statute of limitation | <u>N/A</u> years. | e. Administrative need            | <u>6 months</u> years. |
| c. Federal law           | <u>5</u> years.   | f. Federal retention instructions | <u>5</u> years.        |

Attach copy or excerpt of laws or regulations. Explain administrative need.

34 CFR 654 (Copy attached)

4/18/90 per Bill Flook, United States Dept. of Education - Records to be maintained 5 years after the activity and completion of the Annual Performance Report (34 CFR 76.734) Activity is completed in the same year the grant is made to student.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)		Date		Records Management Officer (Signature)		Date	
<i>Billy E. Dorman</i>		10/19/90		<i>Tickie Baker</i>		10/19/90	
900226-04		Schedule # 94-8016					
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee		State Records Committee (Signature)		Date	
		Secretary of State/Designee		<i>See Attached</i>			
		Attorney General/Designee		<i>signature short</i>			